SUPERVISOR SAFETY

Presented by: CW2 Campbell

Safety Office

AGENDA

- RESPONSIBILITIES
- PROGRAM REQUIREMENTS
- FEDERAL EMPLOYEES COMPENSATION ACT (FECA)
- HAZARD ASSESSMENT
- HAZARD SCANNING
- PRACTICAL EXERCISE
- EXAMINATION

What? No one said there would be an examination!

AR 385-10
1.4 Responsibilities

Supervisory and operating personnel who direct or affect the actions of others will--

1. **Be responsible for accident prevention to the same extent that they are responsible for production or services.**

2. **Maintain a safe and healthful workplace.**

3. **Assure that employees under their supervision observe appropriate safety and occupational health rules and regulations, including the**

AR 385-10

1.4 Responsibilities (cont'd)

4. Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. They will not initiate or support reprisal action against employees who identify hazards, raise safety concerns or engage in authorized safety and occupational health activities.

5. Use the risk management process during the planning, preparation for, and execution of all operations for which they are responsible.

AR 385-10

2.2 Operational procedures

(5) Use of PPE by visitors and transients. For all activities in which official visitors and transients may be potentially exposed to hazards, the host, guide, or area ***supervisor will conduct a risk assessment of the*** work location to determine the appropriate protective measures.

AR 385-10

2.2 Operational procedures

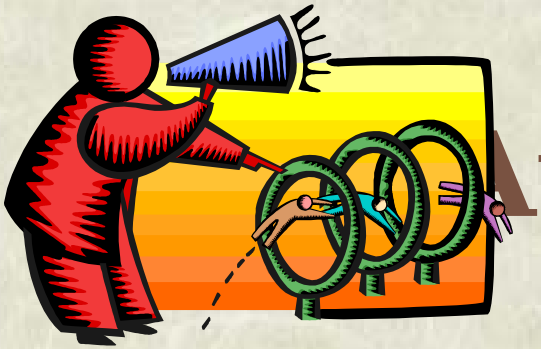
If the host, guide, or area ***supervisor*** ***can reduce the hazard(s) to an acceptable level without requiring the use of PPE, those measures may be employed (that is, eliminate foot hazards-no safety shoes required). However, if it is determined that a safe level of risk cannot be obtained by using these procedures, then the host, guide, or area supervisor will be responsible for providing and assuring the proper use of PPE and the official visitors and transients will be required to wear the***

SUPERVISOR SAFETY

PROGRAM REQUIREMENTS

Authority

- AR 385-10, paragraph 1-4.o
- Supervisory personnel will:
  - Be responsible for accident prevention
  - Maintain safe & healthful workplace
  - Assure employees observe safety rules
  - Correct hazards
  - Use the risk management process



Authority (cont)

- 29 CFR 1960.9 Subpart B
- Employees who exercise supervisory functions shall:
  - furnish a place of employment free of hazards…
  - comply with occupational safety and health standards applicable to their agency

Responsibilities

- Job Safety Trainin
- Safety Meetings
- Safety Inspections
- Accident Reporting
- Hazard Reporting and Abatement
- Safety Risk Management

ob Safety Training

- Develop a detailed Employee Safety & Health Record
- Provide each employee initial training
- Provide annual refresher training
- Document on Employee Safety & Health Record
- Use your Additional Duty Safety Officer (ASO) or Fire Safety Warden

ob Safety Training

- Documenting your Safety Training

  RCAS- SOH (Safety Occupational Health)

  April 2011 training at Summersville
- Employee initial training

  OSHA 10 Hour and 30 Hour Classes

  Additional Duty Safety Officer Class

  Conducting classes at Camp Dawson in April 2011. School funding through G3

ob Safety Training

- Provide annual refresher training

  Safety Office conducts annual 30 Hour
- Use your Additional Duty Safety Officer (ASO) or Fire Safety Warden

  You cannot do this alone. Appoint an assistant for your safety and fire protection programs.

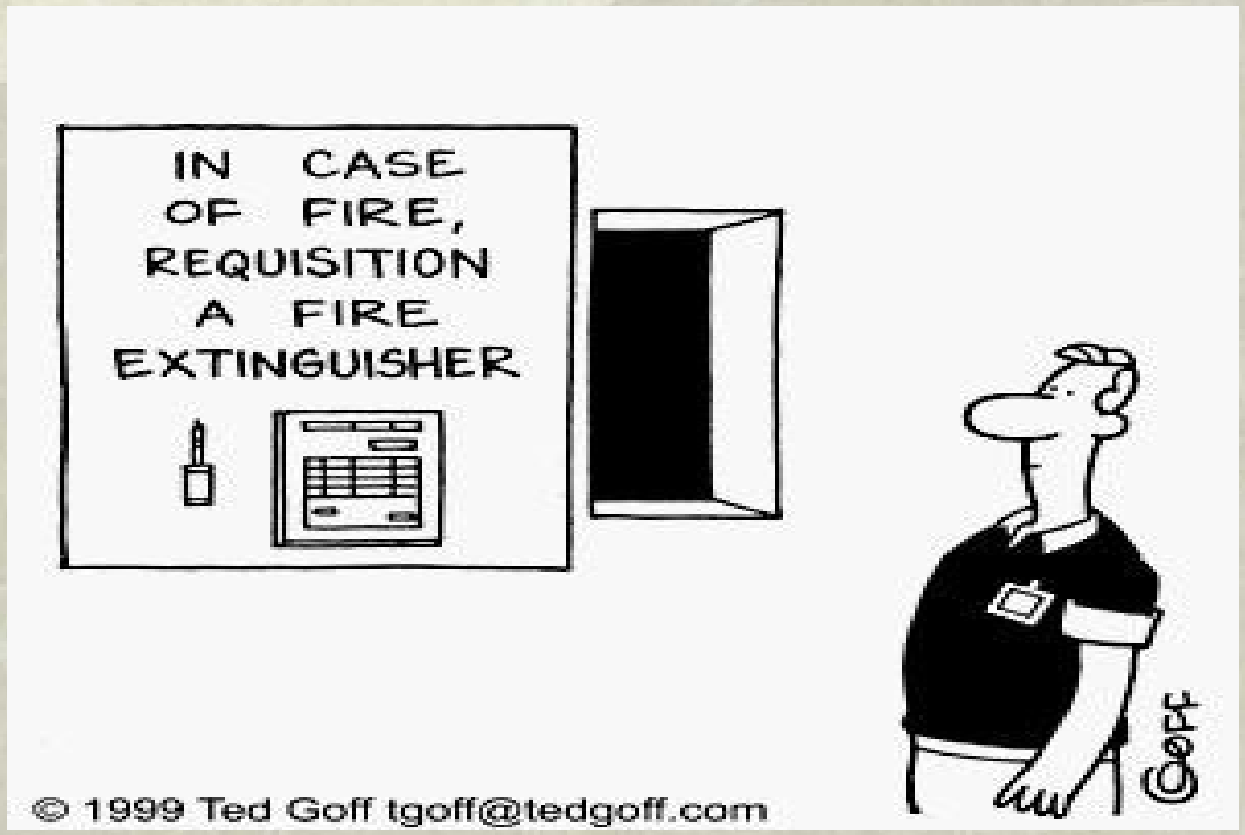
Safety Meetings

© 1999 Ted Goff tgoff@tedgoff.com
"To emphasize the importance of safety, I've arranged for a special visit from our ex-coworker Billy."

Safety Meetings

- Intended to provide continuous safety training - Updates
- Recommended on a monthly basis as a minimum
- May be just a few minutes as part of staff meeting
- Valuable whenever equipment/procedures are changed
- Document in RCAS-SOH

Safety Inspections



Safety Inspections

- Monthly inspections are the minimum
- Maintain record of inspection
- Use checklist tailored to your area
- Discrepancies turned in for work orders
- Include tools, equipment, PPE, facilities, and personnel procedures
- Make on-the-spot corrections if possible
- RCAS-SOH for your documentation

Safety Inspections

- **Monthly inspections are the minimum**
  - **Fire Extinguishers, Emergency Lighting**
  - **Work Spaces**
- **Maintain record of inspection**
  - **RCAS-SOH is the State documentation program**
- **Use checklist tailored to your area**
  - **Safety Office has developed a checklist**

Safety Inspections

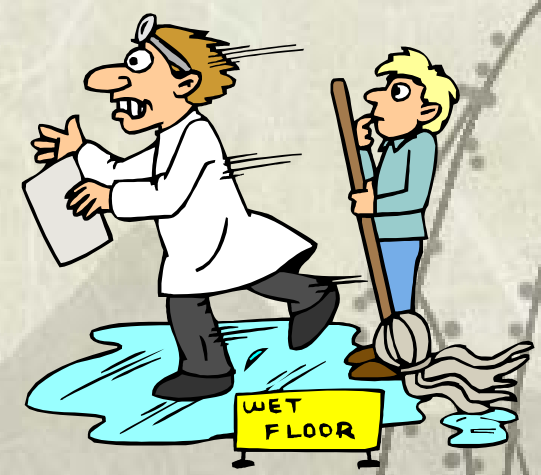
- **Discrepancies turned in for work orders**
  - **RCAS- SOH is reviewed by FMO for discrepancies or risks categories**
- **Include tools, equipment, PPE, facilities, and personnel procedures**
  - **Replace before an injury**
- **Make on-the-spot corrections**
  - **If it does not look right it has something not right. Investigate.**

Accident Reporting

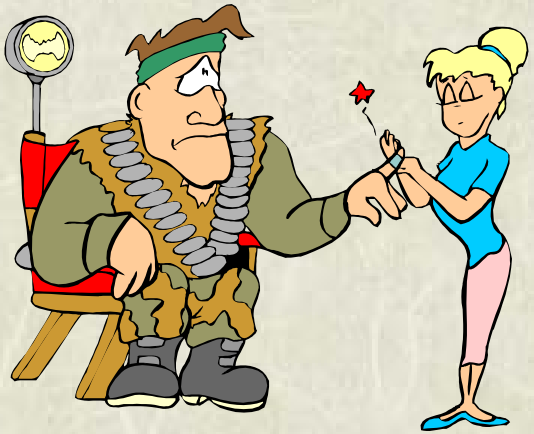
Accident Reporting

- Treatment of accident 1st priority
- All on-duty accidents must be reported through your Chain of Command ASAP
- Locally developed form CA1 DA285R
- Supervisor initiates, investigates, and tracks the accident
- Safety Office and JAG needs notification

Accident Reporting DA Civilians



- Treatment
- Local Form (MEDDAC 720)
- CA-1 (2 day time constraints to CPAC)
- CA-16 for patient's personal physician
- Light-duty assignments for Workmen's Comp COP



Accident Reporting Military

- Treatment first priority
- Local Form (MEDDAC 720)
- DA-285 or DA-285-AB-R for lost time accidents utilizing RCAS-SOH
- Report all on-duty and off-duty accidents on military personnel

FECA & OWCP

The representative for Technicians Federal Employees Compensation and Workers Compensation Program is

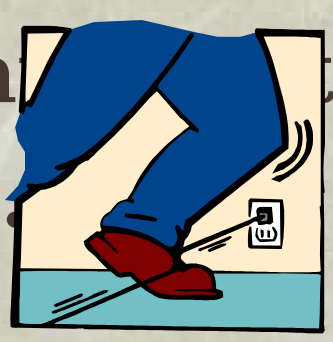
Michelle Goldsberry
561-6429

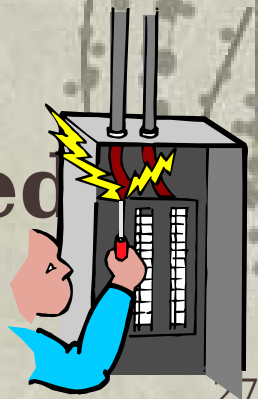
RISK MANAGEMENT

What is a Hazard?

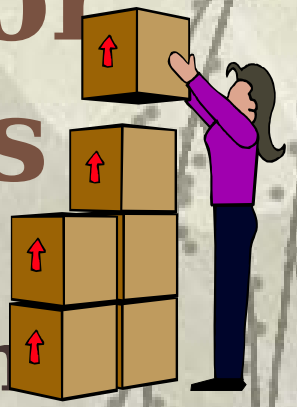
What are hazards or unsafe Acts

- Operating without authority/training
- Failure to secure or store materials properly
- Failure to signal or warn
- Opera[illegible] unsafe speed
- Etc.....

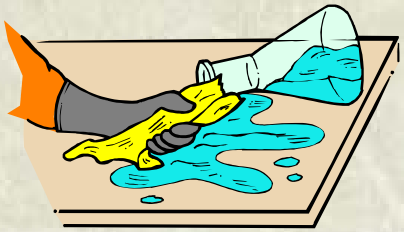




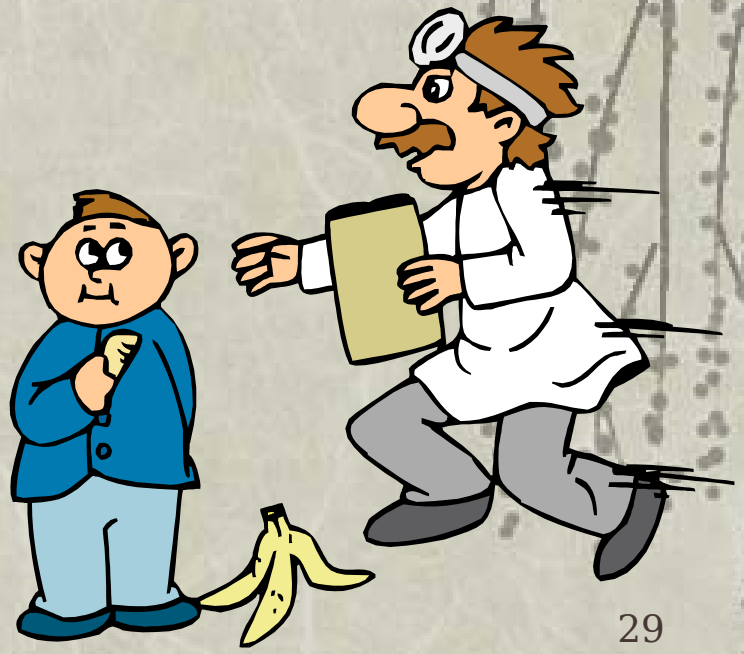
What are hazards or unsafe conditions



- Lack of training for personn
- Hazardous arrangement of tools, machines, equipment, supplies, etc.
- Improper illumination
- Unsafe ventilation



Hazard Assessment



Safety Risk Management (5 Steps)

- **Identify Hazards**
- **Assess Hazards**
  - **Severity**
  - **Probability**
- **Develop controls and make risk decisions**
- **Implement controls**
- **Supervise and Evaluate**

1. Identify Hazards

- Break the job down into component tasks (JHA Job hazard analysis)

- Determine all the potential hazards associated with each task

2. Assess the Hazards (Part of the JHA)

- ***Severity*** **- how much damage to the daily mission will result from an occurrence? Ranges from Catastrophic to Negligible**
- ***Probability*** **- how likely is an accident from the hazard? Ranges from Frequent to Unlikely**
- **Yields a Risk Assessment Code (1-5)**

Risk Assessment Matrix

SEVERITY	ACCIDENT PROBABILITY				
	A	B	C	D	E
I - Catastrophic	1	1	2	3	5
II - Critical	1	2	3	4	5
III - Marginal	2	3	4	5	5
IV - Negligible	3	4	5	5	5

3. Develop Controls/Make Risk Decisions

- **Engineering controls - eliminate hazard (example lifting device)**
- **Education controls - training**
- **Physical controls - barriers, guards, signs**
- **Avoidance - prevent contact with hazard**
- **Make risk decision - choose the control or course of action (COA)**

4. Implement Controls

- SOP’s
- Training Performance Standards
- Operation Orders
- Must be converted into clear, simple execution orders understood at all levels

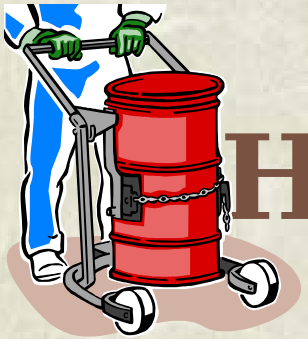
5. Supervise and Evaluate

- Continuous assessment - ensures that subordinates understand
- Constant supervision - ensures subordinates are complying with implementation of controls
- Enforce standards and co

Hazard Reporting

- AR 385-10 - Supervisory responsibility
- Use DA Forms
  - 4753 - Notice of Unsafe or Unhealthful Working Condition - for RAC 1 & 2 - post for 3 days or hazard corrected
  - 4755- Employee Report of Alleged Unsafe or Unhealthful Working Conditions - to safety - may be anonymous - 10 day response

RCAS-SOH tracks Hazards reported



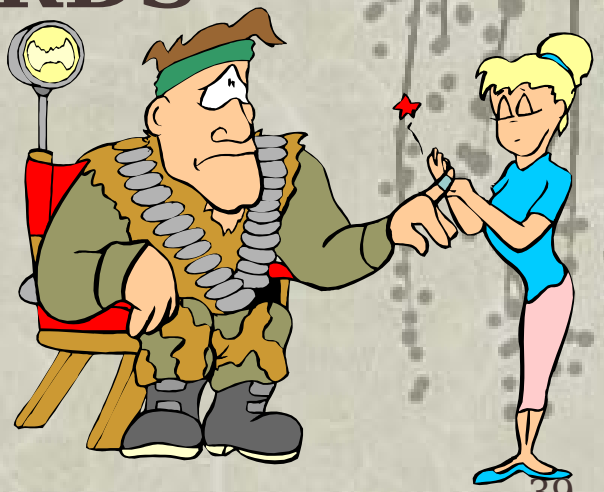
Hazard Abatement

- DA Form 4756 - Installation Hazard Abatement Plan - used for all uncorrected violations RCAS-SOH
- Updates are required when work cannot be completed as anticipated
- Supervisor should track all hazards on the Abatement Plan concerning his/her area

Safety Scanning

How to really see and recognize

SAFETY HAZARDS



Safety scanning objectives

- Understand Basic Hazards
  - **CONSTANTLY BE LOOKING FOR HAZARDS**
  - **SPOT AND RECOGNIZE HAZARDS**
  - **TAKE ACTION TO REDUCE OR ELIMINATE**
- Safety is not a spectator sport

How to recognize hazards

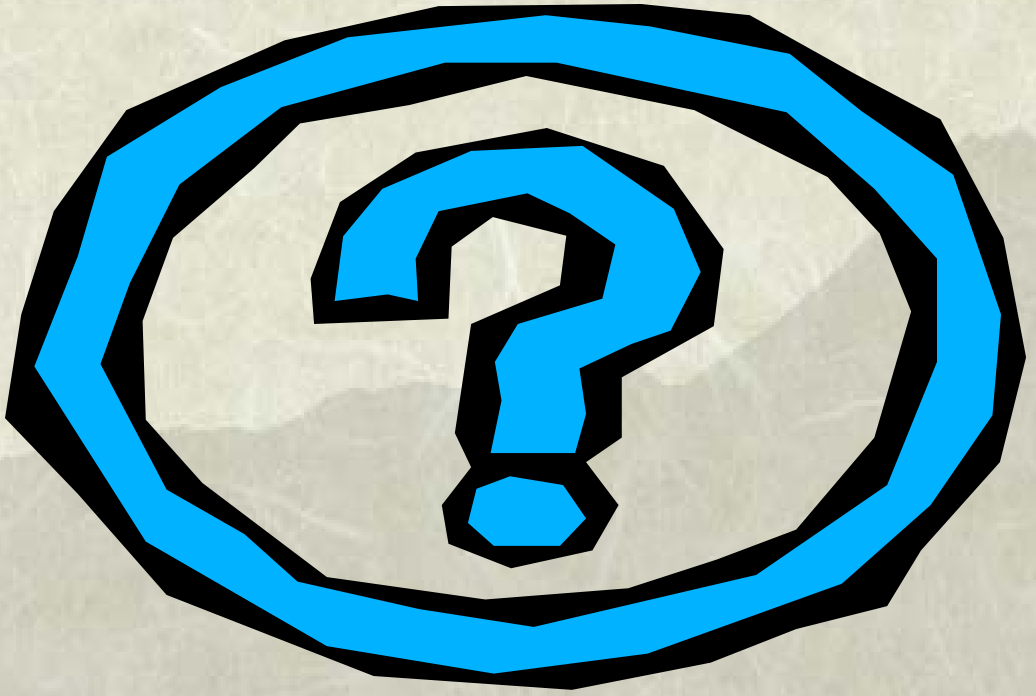
- Training 30 Hour OSHA Class
- Job experience
- Familiar with work operations
- Lack of familiarity with area

  Ask questions of work being performed
- Observe the employee working

So how do I Do all This????

Assistance

- **The entire list of responsibilities may sound rather intimidating. It really isn't. Most of your responsibilities will become routine. Use your assistants to help out.**
- **And don't forget, the Safety Office is available to assist in accomplishing this important mission - *Safety!***



Questions?

Supervisor's Responsibilities